

CITY OF HIGHLAND REGULAR MEETING OF THE PLANNING COMMISSION AGENDA

MEMBERS

Randall Hamerly, Chair
Chandra Thomas, Vice Chair
Edward Amaya, Commissioner
Jarrod Miller, Commissioner
Jessica Sutorus, Commissioner

REGULAR MEETING

March 2, 2021
6:00 p.m.
City Hall
Donahue Council Chambers
27215 Base Line
Highland, California

STAFF

Lawrence A. Mainez, Community Development Director
Kim Stater, Assistant Community Development Director
Ashiq Syed, Associate Planner
Salvador Quintanilla, Associate Planner
Angela Tafolla, Planning Technician II
Camille Goritz, Administrative Assistant III

MISSION STATEMENT

Highland is dedicated to the betterment of the individual, the family, the neighborhood and the community. The City Council and the staff of Highland are dedicated to providing the quality of public facilities and services that its citizens are willing to fund and will do so as efficiently as possible.

Visit the City's Website at: www.cityofhighland.org

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The City of Highland complies with the Americans with Disabilities Act of 1990. If you require special assistance to attend or participate in this meeting, please call the City Clerk's Office at (909) 864-6861 Ex. 226, at least 48 hours prior to the meeting.

Pursuant to Government Code Section 54957.5, any disclosable public records related to an open session item on a regular meeting agenda and distributed by the City of Highland to all or a majority of the Planning Commission, less than 72 hours prior to that meeting, are available for public inspection at Highland City Hall, 27215 Base Line, Highland, CA 92346, during normal business hours.

SPECIAL NOTICE REGARDING COVID-19

In accordance with Governor Newsom's Executive Order N-25-20 and N-29-20, this meeting is being conducted via teleconference/Zoom. Anyone can join the meeting virtually or by phone:

To join the Zoom Meeting online: <https://zoom.us/j/98762092702>

- Listen to the meeting by calling (669) 900-9128 and enter the Meeting ID: 987 6209 2702

Toll free phone numbers:

(877) 853-5247 or (888) 788-0099
Meeting ID: 987 6209 2702

Submission of Public Comments: For those wishing to make public comments (items not on the agenda), please submit your comments by email to be read aloud at the meeting by the Community Development Administrative Assistant. Email comments must be submitted by 5:00 p.m. on March 2, 2021, to publiccomment@cityofhighland.org.

For those wishing to make a public comment regarding an item on the agenda, please identify the agenda item in the subject line. Email comments must be submitted by 5:00 p.m. on March 2, 2021 to publiccomment@cityofhighland.org. All email comments received by the deadline will be read aloud and shall be subject to the same rules as would otherwise govern speaker comments at the Planning Commission meeting.

PLANNING COMMISSION REGULAR MEETING AGENDA March 2, 2021 – 6:00 P.M.

CALL TO ORDER

Pledge of Allegiance

COMMUNITY INPUT (ITEMS NOT ON THE AGENDA)

CONSENT CALENDAR

1. Minutes from the February 16, 2021 Regular Meeting.

RECOMMENDATION: That the Planning Commission approve the minutes, as submitted.

BUSINESS ITEMS

2. Planning Commission Training Session No. 2

RECOMMENDATION: Staff recommends the City of Highland Planning Commission hear Staff's training presentation concerning the Appeals Board Function and Process.

ANNOUNCEMENTS

ADJOURN

I, Camille Goritz, Administrative Assistant III, of the City of Highland, California, certify I caused to be posted this agenda on or before the 25TH of February by 5:30 p.m. on our website at www.cityofhighland.org and in the following designated areas:

Highland Branch Library
7863 Central Avenue

Fire Station No. 1
26974 Base Line

City Hall
27215 Base Line

Date: February 25, 2021



Camille Goritz, Administrative Assistant III



STAFF REPORT

TO THE PLANNING COMMISSION

DATE: March 2, 2021

FROM: Lawrence Mainez, Community Development Director

PREPARED BY: Camille Goritz, Administrative Assistant III

SUBJECT: Minutes from the February 16, 2021 Planning Commission Regular Meeting.

RECOMMENDATION: Staff recommends the Planning Commission approve the Minutes as submitted.

PUBLIC NOTICE: The agenda for this item was posted at the three locations per Resolution No. 2011-047 and on the City's website.

Approved _____	Motion _____	Second _____	Agenda Item No. _____
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 Recording Secretary		 Community Development Director	

**MINUTES
PLANNING COMMISSION REGULAR MEETING
February 16, 2021 – 6:00 P.M.**

This meeting was conducted as a video conference meeting in a remote location. All votes during the meeting were conducted by roll call.

CALL TO ORDER

The regular meeting of the Planning Commission of the City of Highland was called to order at 6:01 p.m. by Chair Hamerly through video conference.

Present:	Chair	Randall Hamerly
	Vice Chair	Chandra Thomas
	Commissioner	Edward Amaya
	Commissioner	Jarrold Miller
	Commissioner	Jessica Sutorus

Staff Present: Lawrence Mainez, Community Development Director
Kim Stater, Assistant Community Development Director
Salvador Quintanilla, Associate Planner
Matt Bennett, Assistant Public Works Director
Matt Wirz, Building Official
Camille Goritz, Administrative Assistant III

The Pledge of Allegiance was led by Chair Hamerly.

COMMUNITY INPUT (ITEMS NOT ON THE AGENDA)

None

CONSENT CALENDAR

1. Minutes from the January 19, 2021 Regular Meeting.

A MOTION was made by Commissioner Miller, seconded by Commissioner Sutorus, to approve the minutes as amended. Motion carried on a roll call vote, 5-0.

PUBLIC HEARING

2. Street Names for Tentative Tract Map No. 18893 (TTM14-002)

Chair Hamerly opened the public hearing.

Commissioner Miller abstained from this project and left the video conference meeting.

Associate Planner Syed presented the staff report.

Chair Hamerly asked if these names are under consideration for this track or for information purposes?

Associate Planner Syed stated it is for informational purposes.

Commissioner Amaya asked if the developer picked the names or was it the street naming committee?

Associate Planner Syed replied it was the developer.

Chair Hamerly stated depending on which map you are looking at Sanremo is sometimes one word or two separate words.

Associate Planner Syed replied when I spoke to the applicant and from the list they provided me was one word.

Assistant Community Development Director Stater stated over the years the city developed names with our Street Naming Committee with advice from Historic Board, Chamber of Commerce, and other organizations. This list was developed and provided to each developer as they select names. Mediterra did select something that is in keeping with the theme or they may select from this list.

Commissioner Sutorus stated I think the names are very nice and appropriate for the development.

Chair Hamerly stated all the street names on the list are Mediterranean names except for the main road that runs through the entire project, Avenida Ramblas.

Camille Bahri, Applicant stated the reason why the street names for the Mediterra project were proposed.

Chair Hamerly closed the public hearing.

A MOTION was made by Commissioner Amaya, seconded by Vice Chair Thomas, to approve the proposed street names for Tentative Tract Map No. 18893.

Motion carried on a roll call vote, 4-0-1.

3. Conditional Use Permit (CUP 20-005) to entitle the construction of a 1,811 square foot drive-thru carwash with seven (7) vacuum stations. (8054 Palm Ave)

Chair Hamerly opened the public hearing.

Associate Planner Syed presented the staff report.

Chair Hamerly asked will driver remain in their vehicle for this car wash, correct?

Associate Planner Syed replied correct.

Chair Hamerly asked does the city storm drain system now extend past this site on Palm Avenue?

Assistant Public Works Director Bennett stated that is correct. I am looking at the site plan and identified the storm drain manhole out in front. It would require reaching out if there is connection to the storm drain, but it is in Palm Avenue between 3rd and 5th street.

Chair Hamerly stated I just remembered in years past that interception was a flood hazard any time it rained.

Assistant Public Works Director Bennett stated the pending project that is going to develop the dedicated right is going to do some drainage modifications and tie in and reduce the drainage at Palm Avenue, 3rd and 5th Street. The project is projected to start in September 2021.

Commissioner Miller asked I want to confirm it will be a recycle system that will take the water, recycle it, filter it, reuse it, continuously as opposed to using virgin clean water continuously?

Bernie Mayer, Engineer for the Applicant stated yes. The preliminary plans that we have looked at is certainly recycled water. It would have a filtration system and the capability to use the recycled water.

Chair Hamerly asked if they would use biodegradable materials and non-foaming agents for the car wash cleaning?

Bernie Mayer replied I have not got into that much detail yet, but yes. I think environmentally that is being used now for car wash facilities.

Chair Hamerly asked questions regarding the Planning Condition number 9.

Associate Planner Syed stated that is a development standard for vehicle repair/maintenance facilities which is what the development standards for a car wash were going to go by.

Chair Hamerly asked if cable television was a requirement?

Assistant Public Works Director Bennett stated I would not say it seems to be a requirement for a car wash.

Chair Hamerly asked so is that a boilerplate condition if any of those are provided, they need to be underground?

Assistant Public Works Director Bennett stated that is the intent.

Chair Hamerly closed the public hearing.

A MOTION was made by Commissioner Sutorus, seconded by Commissioner Miller, to approve:

1. Adopt Resolution No. 2021 – 003, approving Conditional Use Permit (CUP 20-005) for the construction of a drive-thru carwash with seven (7) vacuum stations.

2. Direct staff to file a Notice of Exemption with the County Clerk of the Board of Supervisors.

Motion carried on a roll call vote, 5-0.

ANNOUNCEMENTS

Community Development Director Mainez announced the next Planning Commission meeting is scheduled March 2, 2021 at 6:00 p.m.

Chair Hamerly congratulated Scott Rice on his promotion.

ADJOURN

There being no further business, Chair Hamerly declared the meeting adjourned at 6:54 p.m.

Submitted by:

Approved by:

Camille Goritz, Administrative Assistant III
Community Development Department

Randall Hamerly, Chair
Planning Commission



STAFF REPORT

TO THE PLANNING COMMISSION

DATE: March 2, 2021

FROM: Lawrence A. Mainez, Community Development Director, and
Maricela Marroquin, City Attorney

SUBJECT: Planning Commission Training Session No.2

RECOMMENDATION: Staff recommends the City of Highland Planning Commission hear Staff's training presentation concerning the Appeals Board Function and Process.

PUBLIC NOTICE: As required by City Council Resolution, the Agenda was posted at the City's three designated posting locations, on the City's website, and mailed to interested agencies/parties. This is not a public hearing item so no additional noticing was required, and no formal action will be taken.

TRAINING SESSION 2: This Training Session will focus on the Appeals Board Function, which is a new role and responsibility of the Highland Planning Commission.

The Planning Commission is responsible for acting on appeals relating to administrative citations, land use determinations made at staff level, the revocation of business licenses related to the Residential Rental Enhancement Program, Municipal Code violations, vehicle abatement, and the California Building Code determinations issued by the City's Building Official. This training will also cover the Planning Commission's function with respect to the declaration of public nuisances. During its presentation, staff will cover the process that applies to some of these proceedings which is similar to a courtroom proceeding in which participants are sworn in before proceedings commence, and Staff and Appellant(s) are provided the opportunity to present their cases and enter evidence into the record for the Planning Commission's consideration.

This Training Session is the second in a series being developed by Staff which will be presented throughout the coming years and held during a regularly scheduled Planning Commission meeting. Staff anticipates this Training Session may last approximately one (1) hour (inclusive of the questions and answer session). Copies of all material referenced during the session will be emailed to the Planning Commission after the presentation.

Approved _____	Motion _____	Second _____	Agenda Item No. <u>2</u>
Denied _____	Ayes _____		File No. _____
	Noes _____		
Continue _____	Abstain _____		
	Absent _____		
 Recording Secretary		 Community Development Director	